

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves the responsibility of answering the police telephone and operating the police radio under the direction of a supervisor. Employee works on an assigned shift and may also keep simple records of police activities. Assignments are general and special instructions are received from a superior officer. Work is reviewed by inspection and discussion.

EXAMPLES OF WORK

(Illustrative only.)

Answer all telephone calls to police headquarters courteously and promptly;

Dispatch police cruisers to emergencies;

Relay complaints, calls, and assignments to police officers in person or by telephone or radio;

Keeps radio log and complaint sheets;

Prepare arrest reports turned in by police officers;

Perform various related duties and assignments;

Search female prisoners, if female radio dispatcher.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must be not less than eighteen (18) years of age.

BC	11-12-73
Rev	05-12-75
	01-24-80
	03-20-84
	09-29-93
	11-09-94
	07-08-98
	10-09-03
	08-22-
	06-02-09